# Western Illinois University Online Course Requirement Checklist

Course #: _____

Course Name: _____

Professor Name: _____

**Course Syllabus/Overview:**

- ❏ The syllabus adheres to the university's Course Syllabus Policy.
  http://www.wiu.edu/policies/syllabus.php

- ❏ Prerequisite and corequisite course information is provided.

  - ❏ N/A

- ❏ Accessibility statement is provided with link to student assistance.

- ❏ All required course materials (books, software and media, etc.) are listed.

- ❏ Grading policies, a class schedule and a list of graded assessments and course activities are provided. Instructor feedback statement is clearly articulated.

- ❏ Participation expectations are provided.

- ❏ A link is provided on WIU's Policy on Academic integrity (http://www.wiu.edu/policies/acintegrity.php) as well as the instructor's consequence statement of academic dishonesty.

- ❏ A link to student rights and responsibilities is provided (http://www.wiu.edu/Provost/students/).

- ❏ Learning objectives are clearly defined and measurable.

- ❏ Technical requirements such as special software, browser or plug-in requirements unique to this course are clearly communicated and links are provided.

  - ❏ N/A

- ❏ Link to the Western Online Technical Requirements is provided (http://www.wiu.edu/CITR/resources/wo_tech_requirements.php).

- ❏ Course syllabus contains the approved faculty senate-approved statement found at: http://www.wiu.edu/student_services/disability_resource_center/FacultyInstructors/syllabusStatement.php

- ❏ Course syllabus meets general accessibility information:
  MS Word: at http://www.wiu.edu/accessibility/word.php or PDF: http://www.wiu.edu/accessibility/pdf.php

## Course Home Page/Overview:

- ❏ Heading is branded with course title and course number.

- ❏ Footer includes instructor contact information with office hours and email.

- ❏ Instructor introduction provided.

## Course Content and Design, Delivery, and Assessment:

- ❏ Course is conducted through the Western Online course management system and includes use of university approved file sharing only.

- ❏ Course content is grouped, modularized or clearly labeled to match the syllabus and/or course schedule.
- ❏ The Content Browser is displayed on the course home page.

- ❏ **To be approved by faculty**
  - ❏ Content is original work and not plagiarized. Content does not infringe on the copyrights of others, or their intellectual property and/or is properly cited.
  - ❏ Course has been checked for major spelling and grammatical errors.

<div align="center">Faculty signature _____</div>

- ❏ **To be approved by chair**

  - ❏ Instruction, assessments, and activities are aligned with the instructional objectives.

  - ❏ Course content fulfills course descriptions/goals/objectives.

  - ❏ Objectives are attainable through the online delivery that are consistent with the mastery of the same content from a traditional course.

  - ❏ Assessments and graded activities are consistent with the course syllabus and represent adequate and valid measures of student achievement. Procedures and policies for online assessments, such as quizzes and exams, are clearly defined. This definition should include dates of accessibility and duration. In the case of exams/quizzes, any expectations for exam proctoring should be presented.

  - ❏ The department chair/director acknowledges that content and the accessibility of that content fluctuates as instructors of the course changes. As a result, a requested accommodation may result in a significant rebuilding of course content.

<div align="center">Chair signature _____</div>

❏ Instructional materials are presented in an organized manner, easy to access, and intuitive to students.

❏ Course activities and assignments are structured for online access and electronic submission, using Western Online tools whenever possible.

❏ Student assignment/assessment requirements are clearly defined.

❏ Course implements visual, auditory and interactive elements when necessary for comprehension.

## Course Communication:

❏ Instructor communication plan is detailed and easy to understand. Preferred email and estimated reply time is clearly defined. .

❏ Private instructor-student communication (E-mail, Discussions, Zoom, Google Hangout, etc.) is available.

❏ Expected levels of communication and participation are clearly defined or a grading rubric is provided.

❏ Appropriate group communication activities/tools are encouraged (student to student/student to professor (Email, Chat, Discussions, Zoom, Google Hangout, etc.)

## Other:

❏ Timeline, schedule or a course calendar are included reflecting due dates.

❏ Course links students to WIU's anonymous semester-end evaluation, or an alternative that is consistent with department criteria.

❏ Student grade book is set up and grades are set to be released in reasonable time. Individual grades are visible to students.

❏ All student documents must be collected using Western Online tools.

❏ Course has been tested on multiple platforms (mobile devices, tablets, and web browsers).

Comments: _____

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Confirmed by:

CITR Representative _____ Date _____

Department Chair _____ Date _____